

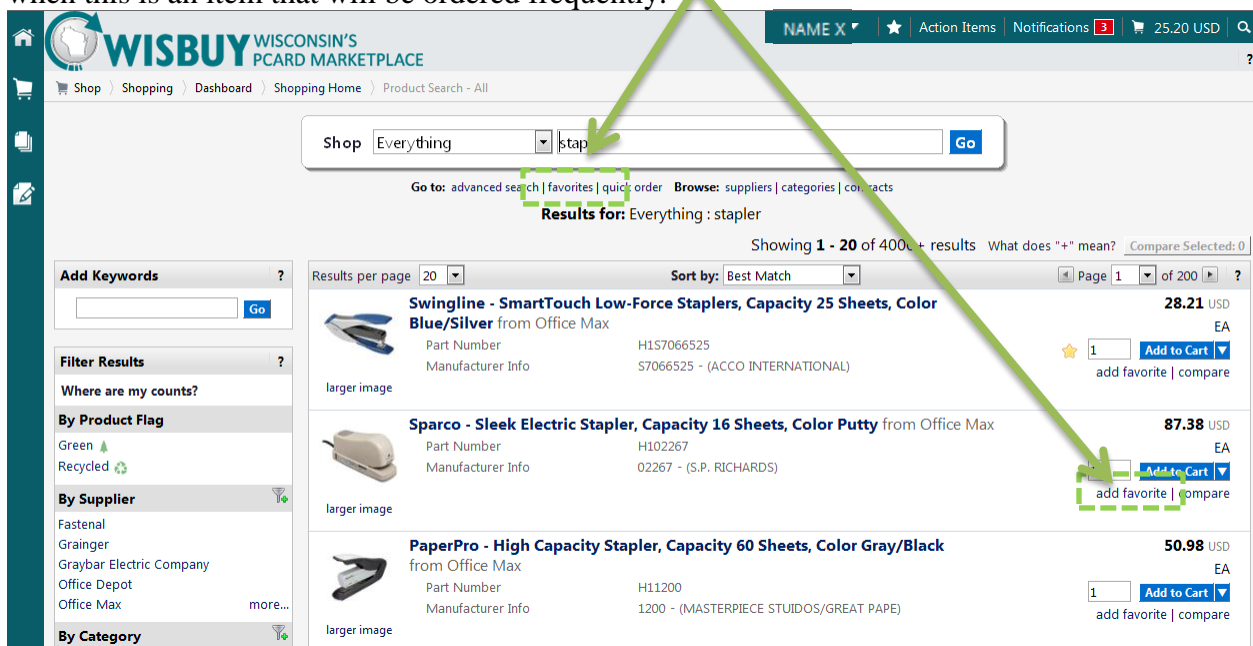
Creating and Using Favorites

Favorites represent products that are frequently ordered from hosted supplier catalogs and provide the shopper with quick access to those items. **This functionality is only available from those suppliers listed in the Hosted Supplier Showcase. Items from a punch-out site cannot be added to favorites; however, search and favorite functions are usually available directly on the vendor punch-out sites.**

| | |
|--|---|
| Adding Items to Favorites from Search Results..... | 1 |
| Adding Items to Favorites from Cart..... | 3 |
| Favorites Sub-Folders..... | 3 |
| Favorites Navigation..... | 5 |
| Using Favorites Folder to Order Items..... | 7 |

Adding Items to Favorites from Search Results

1. Add items to personal favorites while reviewing the results of a search in WISBuy. To practice, search for a Daily Calendar. Click the Add Favorite link under the Add to Cart button when this is an item that will be ordered frequently.



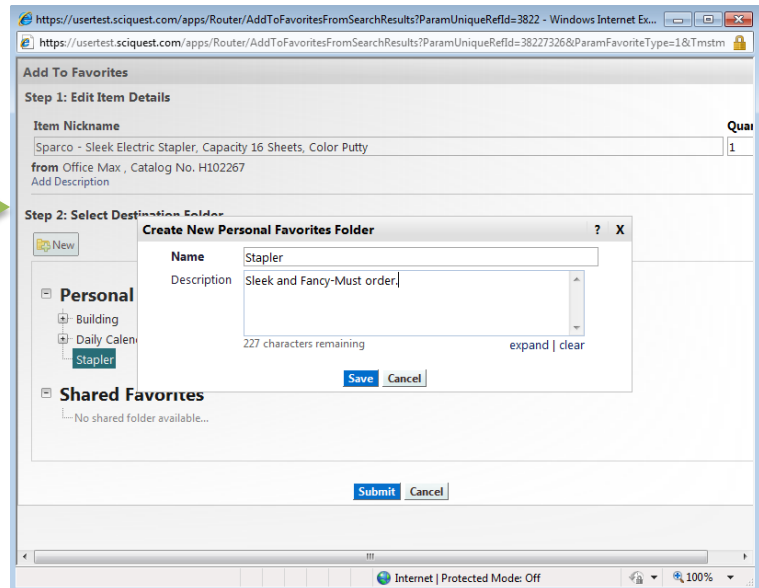
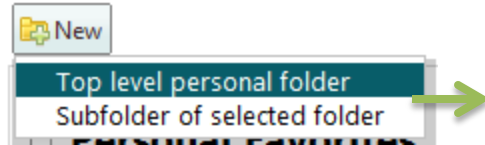
The screenshot shows the WISBUY Wisconsin's PCard Marketplace interface. The search bar contains 'stap' and the results are for 'Everything : stapler'. The results list three staplers with their respective prices and 'Add to Cart' and 'Add Favorite' links. A green arrow points from the 'Add Favorite' link under the Sparco Stapler to the 'Add Favorite' link under the PaperPro Stapler.

| Product Name | Price (USD) | Part Number | Manufacturer Info |
|--|-------------|-------------|---|
| Swingline - SmartTouch Low-Force Staplers, Capacity 25 Sheets, Color Blue/Silver from Office Max | 28.21 | H1S7066525 | S7066525 - (ACCO INTERNATIONAL) |
| Sparco - Sleek Electric Stapler, Capacity 16 Sheets, Color Putty from Office Max | 87.38 | H102267 | 02267 - (S.P. RICHARDS) |
| PaperPro - High Capacity Stapler, Capacity 60 Sheets, Color Gray/Black from Office Max | 50.98 | H11200 | 1200 - (MASTERPIECE STUIDOS/GREAT PAPE) |

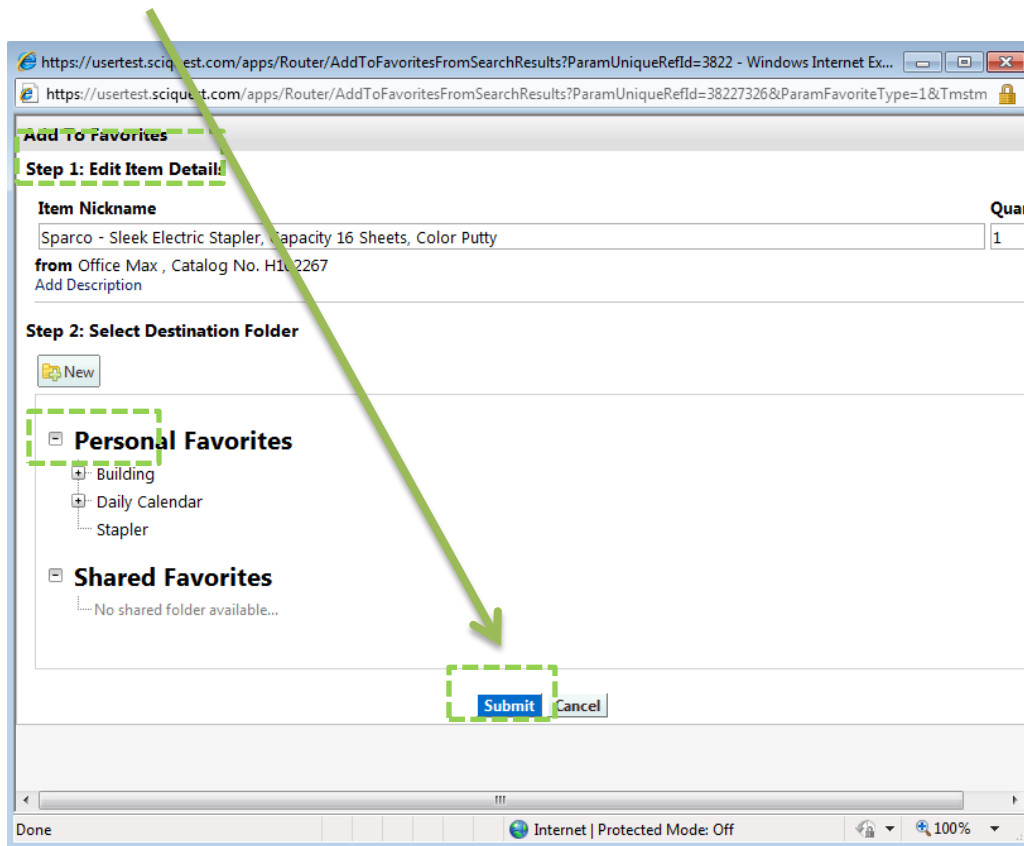
2. After the Add Favorite link is clicked, the “Add to Favorites” window opens. Update the description, if desired, before the item gets saved to a favorite’s folder. Delete the original text and type in something more meaningful. The customized description in the shopper’s favorite’s folder is only meant to help the shopper identify that item and will not be sent to the supplier. The original description shown in the search will still be sent to the supplier.

3. Select the folder where the item is to be placed. To create a new folder, select New and then Top Level Personal Folder. Another window opens where the folder name and description (optional) can be entered; click on save.

Step 2: Select Destination Folder

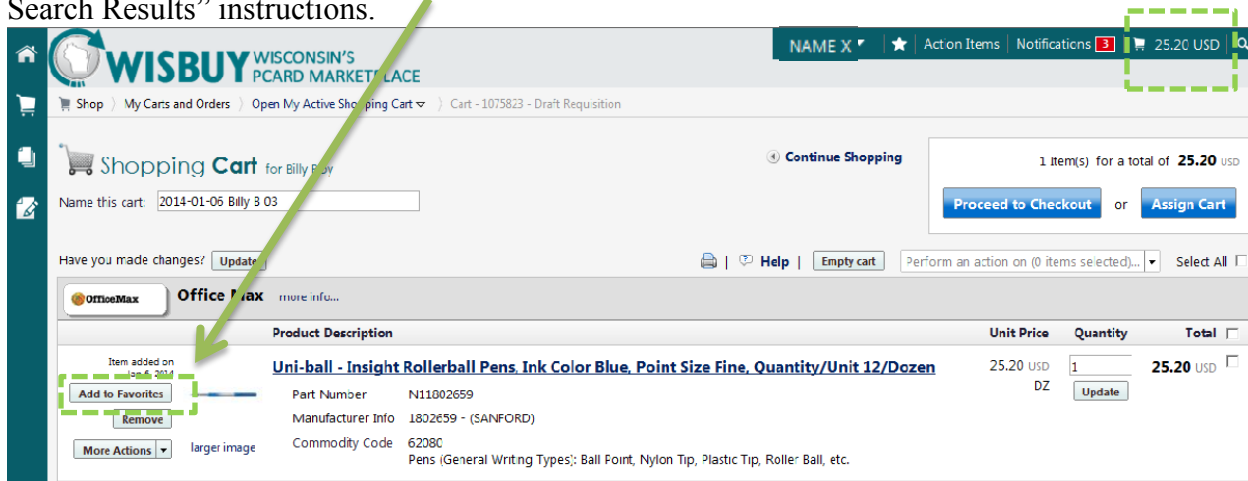


4. Highlight the folder in the “Add to Favorites” window under the Personal heading and click ‘Submit’.



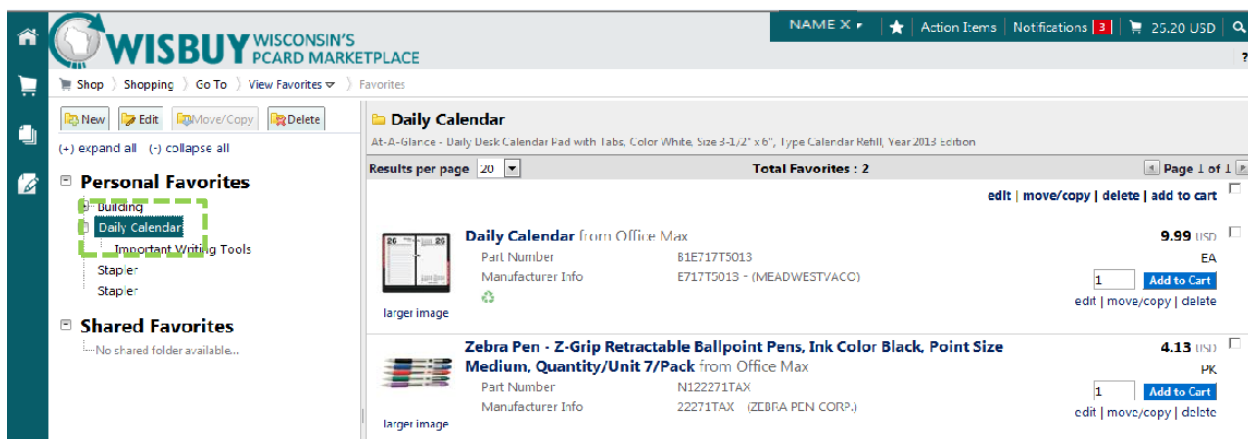
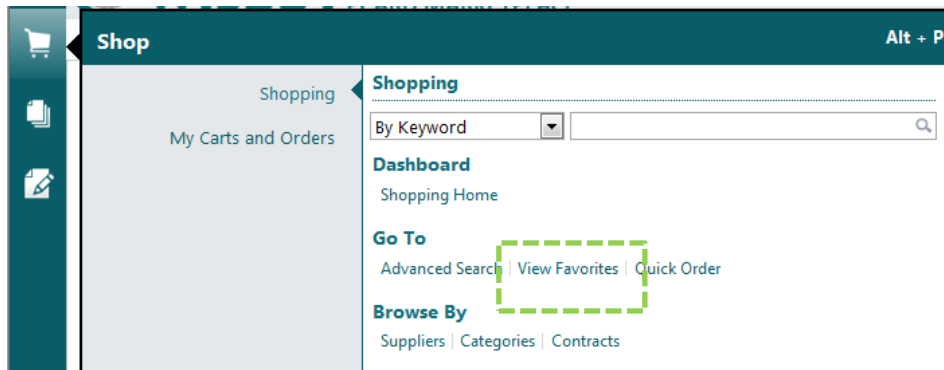
Adding Items to Favorites from Cart (Need to have items in your cart)

1. Favorites can also be added from a cart. Click on a cart, click on the Add to Favorites button to the left of the item, and follow the same steps outlined in the “Adding Items to Favorites from Search Results” instructions.

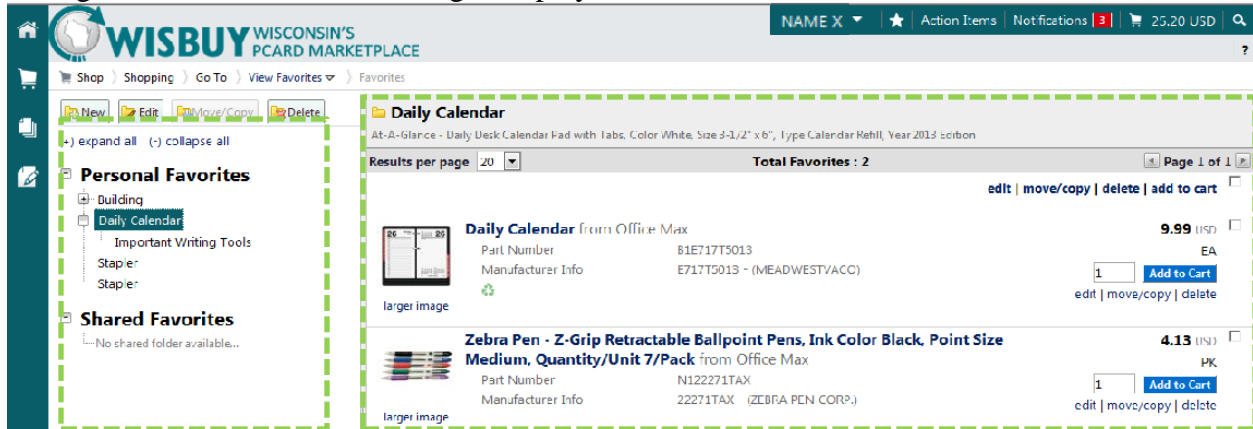


Favorites Sub-Folders

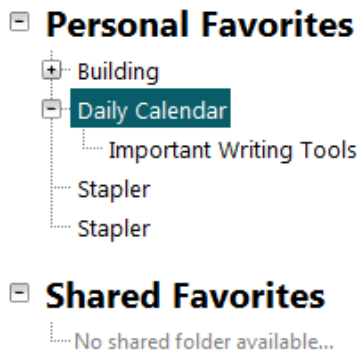
1. Sub-folders are a good way to manage favorites or create “shopping lists” of products that are ordered frequently. To do so, first click the ‘cart’ icon, “shopping” and go to “view favorites”.



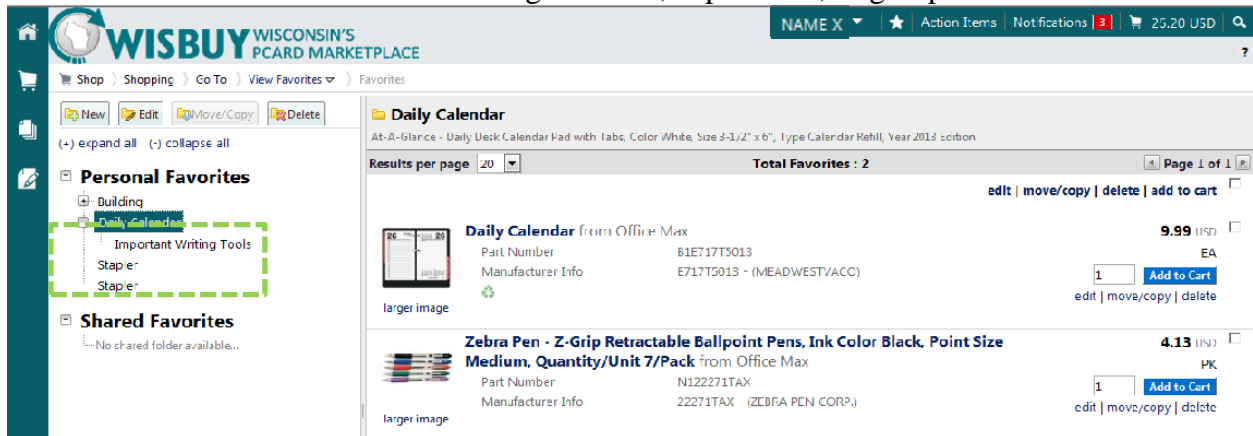
2. The Favorites window is split into two areas. The window on the left is where the folders are managed and the window on the right displays folder contents.



3. The left-hand portion of the split contains two folder entry types. Personal Favorites folders are created, modified and used exclusively by each individual user to login.



4. Shared Favorites folders can be created by the business unit administrator and allows folders to be made that share items across the organization, department, or group of users.

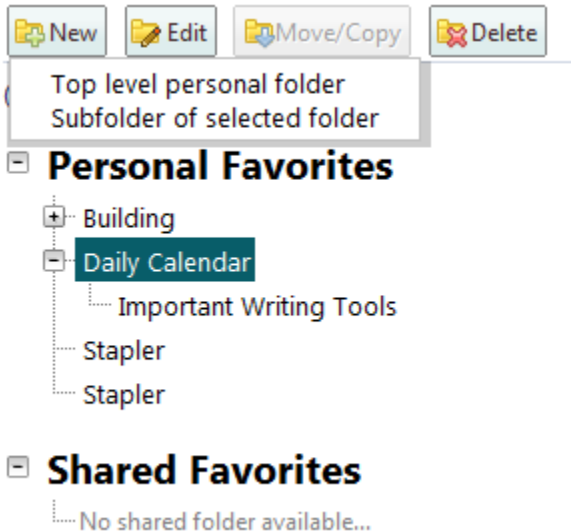


Favorites Navigation

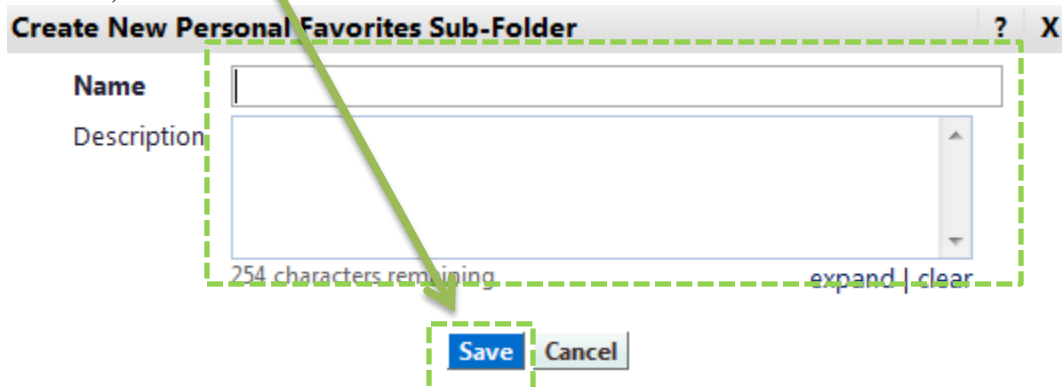
1. At the top of the window on the left are four buttons: New, Edit, Move/Copy and Delete.



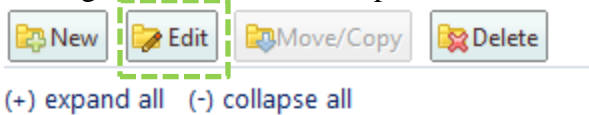
2. The 'New' button allows the shopper to create a new folder or sub-folder. To create a new sub-folder, highlight where the sub-folder is to be created, and then click 'New' followed by 'Subfolder of Selected Folder' to place the entry under the highlighted folder.



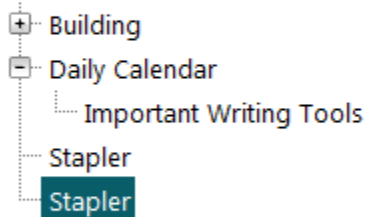
3. When the selected destination is determined, add a folder name and a description. When finished, click Save.



4. Once this sub-folder is created, it may be edited via the edit button, which allows the shopper to change the name and description.



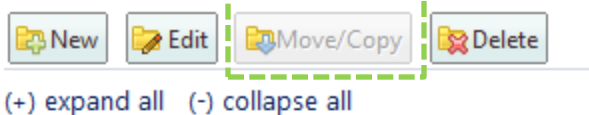
Personal Favorites



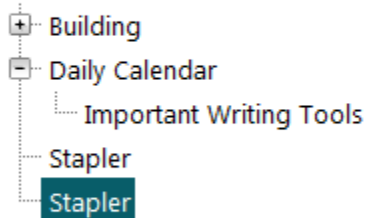
Shared Favorites

.....No shared folder available...

5. The 'Move/Copy' button allows the shopper to move a sub-folder and its contents to a different location.



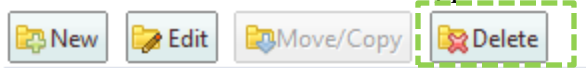
Personal Favorites



Shared Favorites

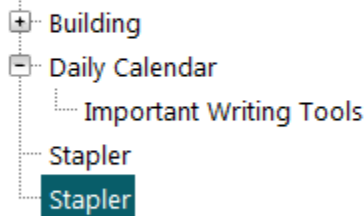
.....No shared folder available...

6. The delete button allows the shopper to delete a personal folder and its contents.



(+) expand all (-) collapse all

Personal Favorites

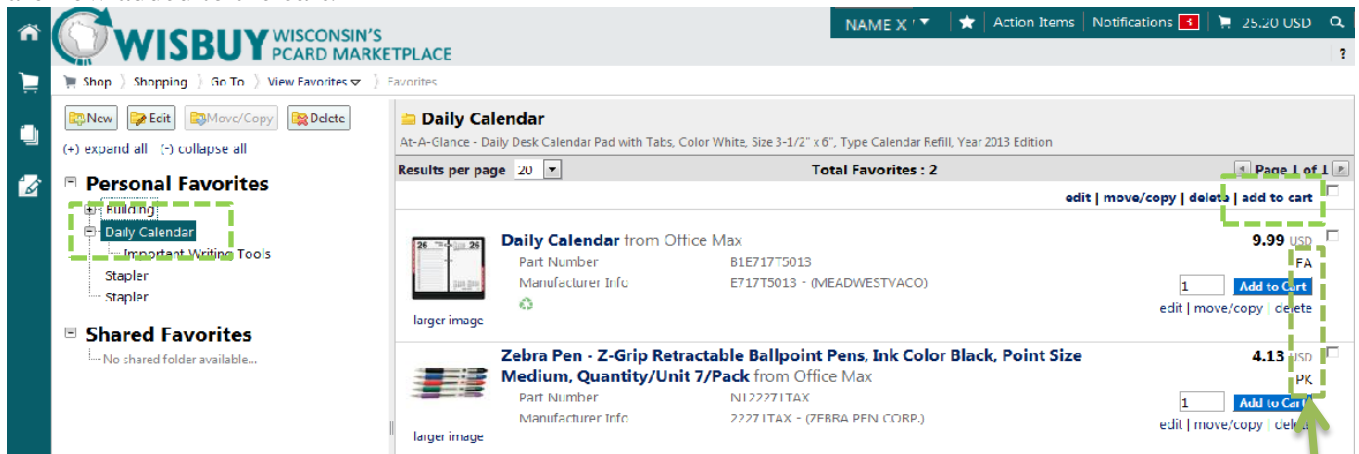


Shared Favorites

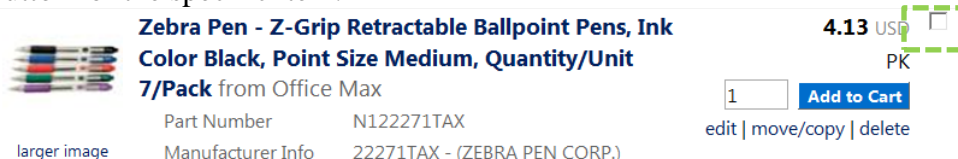
No shared folder available...

Using Favorites Folder to Order Items

1. There is also the option to use the favorite's folders to order items. To use an entire folder to place an order, select the folder that was prepared to order from. At the top of the favorites list, select the check box and then click the 'add to cart link' to the left of the check box. These items are now added to the cart.



2. Items in the folder can also be ordered individually, if desired, by clicking the Add to Cart button for the specific item.



Note: Pay attention to unit of measure to the number you ordered (i.e. DZ, PK, etc.)

For further assistance, please contact WISBuy@Wisconsin.gov or visit the website at wisbuy.wi.gov.